

# PRO Protocols & Checklist

## Week Previous to Race

- Check with primary boat operator to make sure he and the boat will be ready
- Call the other members of the R/C team scheduled for that date and make sure they will attend. If they can not, contact substitutes and confirm.
- Check with last PRO to find out if there were any problems with gear. Repair or replace as needed with the help of Rear Commodore.

## Day before the Race

- Check that marks are ready and tied off.
- Get out all gear and check paperwork. (sign-in sheets and work sheets for R/C) Flags, horn, marks, course numbers & holders, twine, radios (if needed), pin & anchor and a clean cooler

## Day of the Race

- Purchase food and beverages for R/C team and ice down cooler.
- Set-out sign-in sheets and collect money if need be. (Sign-in shall be from 9:30 to 10:00)
- Supervise the loading of R/C gear on boat.
- Confer with Rear Commodore or Race Committee regarding any safety issues or course suggestions. (A drive out of the harbor entrance to check on wave heights is a good idea)

## Pre-Race to Post Race

- Work with boat driver to set 1st the pin, then the windward mark(s). Then set the boat as the start/finish line. Choose course(s) and begin start sequence.
- Oversee R/C activities during race, assisting where needed. Take wind readings 1.) When the windward mark is set, 2.) 1/2 way through the days races, and 3.) When retrieving the mark. Look for "over-early" starts and recall if necessary.
- Transfer race records to Rear Commodore for computer entry
- Clean and store all R/C gear, noting any repairs or re-supply needed. (Contact Rear Commodore)